



DEPARTMENT OF THE ARMY
SEVENTH ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

AETT-SJA

DEC 6 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Gifts Between Employees (Command Policy Letter 7)

1. The following guidance is provided regarding gifts between all Department of Defense (DoD) employees of the Joint Multinational Training Command. Failure to follow these simple rules will result in punitive, statutory and regulatory violations and may cause embarrassment for the giver, recipient and the command.

2. DoD personnel are generally prohibited from giving a gift or soliciting contributions from other DoD personnel for a gift to an official superior. DoD employees shall not accept a gift from a lower-paid employee, unless the donor and recipient are personal friends who are not in a superior-subordinate relationship. Gifts to family members of the official superior are regarded as gifts to the superior. Gifts having a value of less than \$10 may be given on an occasional basis, including traditional gift-giving occasions, such as Birthdays and Holidays. Minor contributions of food which will be consumed at the office, a meal at someone's home, and customary gifts such as a bottle of wine brought when invited to another's home are permitted.

3. Truly voluntary gifts or contributions (or acceptance thereof) on special occasions such as PCS or retirements are an exception to the general prohibition. Solicitations for voluntary contributions from subordinates for such a gift may not exceed \$10.00. This limit does not apply to voluntary nominal contributions for food, refreshments or entertainment for a party marking the occasion where the gift may be given. The total value of the gift shall not exceed \$300.00 unless the gift is appropriate to the occasion and is uniquely linked to a departing employee's position or tour of duty and commemorate the same. Groups contemplating gifts of over \$300 should have their servicing legal office provide a legal review.

4. "Gift Splitting" is prohibited. For example, a unit may not purchase an expensive gift, such as golf clubs, by having each subordinate element purchase one club. All parts in this example add up to one expensive gift violating the \$300.00 limit. If one person contributes to two different groups buying gifts for the same individual, then the value of gifts from groups with a common contributor is aggregated as if from a single donating group. In other words, the total value of *both* gifts has to be \$300 or less if one donor has contributed to both funds.

5. Solicitations for gifts to a superior must be completely voluntary. A solicited individual may choose to decline to contribute. To avoid improper pressure, the collection should be handled by someone junior in the organization and names of contributors should not be kept.

AETT-CG

SUBJECT: Gifts Between Employees (Command Policy Letter 7)

6. Be proactive and avoid problems by applying these rules to employee gift giving. If you have any questions regarding gifts or any Standards of Conduct issues, contact your servicing Staff Judge Advocate. POC for this command is MAJ Daryl Witherspoon, OIC, Grafenwoehr Law Center, 475-8436.



DAVID G. PERKINS
Colonel, Armor
Commanding

DISTRIBUTION:

A